

# Make Your Next Meeting GREEN

THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY IS COMMITTED TO MAKING OUR MEETINGS AND CONFERENCES ENVIRONMENTALLY SOUND. BY REDUCING THE USE OF UNNECESSARY RESOURCES, MINIMIZING WASTE, AND CONSERVING ENERGY, WE ARE HELPING TO REDUCE ENVIRONMENTAL IMPACT.

[WWW.MICHIGAN.GOV/DEQ](http://WWW.MICHIGAN.GOV/DEQ)

Here are some steps you can take to *make your next meeting GREEN* and lessen its impact on the environment.

## Food services:

- Provide cloth instead of paper napkins. Use reusable plates, cups, glassware and silverware. Recycle or compost them if reusable products are not available.
- Serve sugar, creamers, and condiments in reusable dishes.
- Serve beverages in pitchers or large reusable containers whenever possible.
- When available, encourage meal preparation using locally grown, organic produce.
- Provide recycling containers for beverage cans and bottles.

## Marketing of event and registration:

- Send invitations, notifications and correspondence electronically.
- Update mailing lists to eliminate outdated contacts.
- Use post-consumer waste and soy-based inks for paper invitations and binder materials.
- Offer online registration.
- Use two-sided copies for all conference invitation and program materials.

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### **Publication displays:**

- Reuse signage whenever possible.
- Encourage exhibitors/presenters to minimize packing materials and to use recyclable, biodegradable shipping and packing materials.
- Ask exhibitors to limit quantities of display materials.

### **Attendees can help “GREEN” meetings too:**

#### *HOTEL STAY:*

- Use paperless check-in, checkout, and billing procedures.
- Select the towel and sheet reuse opportunities.
- Turn off all lights and air conditioning before leaving room.
- Ensure faucets are turned off when not in use.

#### *DURING THE MEETING:*

- Recycle.
- Keep beverage cups and glasses to reuse throughout the day or carry your own travel mug.
- Recycle or reuse; registration packets, badges and other materials.
- Carpool or walk to meetings.



Jennifer Granholm, Governor  
Steven E Chester, Director

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